

PALM BEACH COUNTY, FLORIDA
Citizens Advisory Committee on Health and Human Services
Meeting Date – December 12, 2008
Palm Beach County Governmental Center – 11th Floor Large Conference Room

SPECIAL SET MEETING

**Chairs and Vice-Chairs of the DATA Subcommittee, the FAA Subcommittee,
the Element Subcommittee, the CAC Executive Committee, and
Community Services Staff with Jon Van Arnam**
MINUTES

CAC Members Present:

Dr. Richard Galeta (CAC Chair)
Barbara Jacobowitz (CAC 1st Vice-Chair; Chair Element Subcommittee)
Thomas Arnedos (CAC 2nd Vice-Chair; Chair, FAA Subcommittee)
Debby Walters (Vice-Chair, FAA Subcommittee)

Ex-Officio Members Present:

Brenda Gail Oakes (Chair, DATA Subcommittee)

Others Present:

Jon Van Arnam, Assistant County Administrator
Tammy Fields, County Attorney
Renee Constantino, Community Services Dept. Administration
David Rafaidus, Community Services Dept. Administration

Agenda Items

1. **CALL TO ORDER**
 - A. Roll Call – by Dr. Richard Galeta
 - B. Disclosures
 - None
 - C. Public Input on Agenda Items
 - None
 - D. Staff Information Updates
 - None
 - E. Chair Comments
 - None
 - F. Introduction of Guests
 - None
2. **AGENDA APPROVAL**
 - A. Additions, Deletions, Substitutions
 - None

B. Adoption

- *Barbara Jacobowitz – Motion to Approve and Adopt the Agenda.*
- *(Note: There was no Second to the Motion to Approve and Adopt the Agenda)*
- *No Discussion*
- *The Motion to Approve and Adopt the Agenda passed unanimously.*

3. REGULAR BUSINESS (Action Items)

AGENDA ITEM 3A: Overview of the Direction of CAC Subcommittees -FAA/DATA/HHS ELEMENT Subcommittees

Jon Van Arnam – He thinks it’s important that everyone understand what direction is being taken and everyone is on the same page. His understanding is that the subcommittees and the CAC are to cover a number of different things. One of those things is how well we’re doing with the Comp Plan; how well we are monitoring it and making recommendations relative to it. That may be one of the more important roles of the CAC. One of the ways that programming is driven is through the Financially Assisted Agencies (FAA). The FAAs become a link and one of the tasks that is laid out in the Resolution for the CAC to make recommendations on the FAA program.

It is his understanding that the subcommittees were created to monitor and assess whether we are achieving the goals of the Comp Plan. At the same time, in order to do that, we are looking at collecting and cataloguing data. The part he is a little hazy about is whether there will be a needs assessment component. Ultimately, the intent is that the FAA Subcommittee will package that information in a ‘report card’ or something similar. That report will be useful to the County in determining where to spend money and what types of programs are being provided to meet the needs of the community. In essence, it all fits together. He wants to make sure through today’s meeting that he correctly understands the roles of the subcommittees and what the resulting report will be. One of the more urgent reasons for today’s meeting is to make sure he understands the CAC approach because, after the first of 2009, the BCC will be entering into a new cycle with the Financially Assisted Agencies.

A report from the CAC subcommittees through the CAC can be built that into the budget process that can be utilized when the BCC makes recommendations relative to funding.

Dr. Richard Galeta – He thinks the difficulty is how we get there. He felt that the Comp Plan would be looked at first, the data obtained and some type of annual report prepared.

Brenda Oakes – At the last DATA Subcommittee meeting, the members realized they were working from two different pages. She thought the assessment and data collection was more of a bigger picture of the health and human services of Palm Beach County and attempting to align those with the Element. However, she didn’t limit the information or the discussion on items just in the Element. She directed the DATA Subcommittee members to look at health and human services on a broader scope where some of the other subcommittee members wanted to limit just looking at how we’ve done in terms of the Element.

Jon Van Arnam – He asked if the Clusters and Indicators were identified only in relation to the goals and objectives in the Element.

Brenda Oakes – Yes, there is a correlation in many of the Clusters and Indicators developed by the DATA Subcommittee that do share the same goals and objectives as the Element. Dr. Barbara Cox Gerlock mentioned at the last meeting that, when they revised the Element the last time, they had to take out things that involved other agencies they had no control over. So she thinks the Element is basically an evaluation of how the Palm Beach County Department of Community Services and all of its individual Divisions have done. If the CAC wants to use data to making funding recommendations in the future, then it has to look beyond the Element.

Dr. Richard Galeta – He agrees, but he doesn't think it can be done all at once. He thinks they need to build first on the Element, and then expand out.

Barbara Jacobowitz – If we are looking at the County as a whole and where we expect we're going to need to fund and where there are gaps and so forth, that is a very different question than just limiting ourselves to what is in the Element. It sounds as though we haven't really made that decision.

She also doesn't know where we stand with what Quantum is initiating. She understands that they are talking about the possibility of a Request for Proposal for a consultant. So we are talking about probably a long period of time if we are relying on Quantum's process.

Thomas Arnedos – When he looks at the Resolution, his understanding of what he and the FAA Subcommittee need to do is to bring the CAC recommendations based upon how well the Element is being fulfilled. He thinks the problem they're running into is whether to start with a priority Goal within the Element (a focused approach) as opposed to an all-encompassing approach (global approach).

Jon Van Arnam – One of the things he thinks confuses the situation is that when you talk about the Element, in some respects the Element has some broad goals, but some of the policies are a little more specific. When you talk about human services, you see a lot of specific policies related to Community Services; and he suspects part of the reason that is so is because when the Element was re-written, Community Services was asked to define their responsibilities and little bit more.

What he fears and would rather not see is that the subcommittees somehow confine themselves necessarily to the specific policies in the Comp Plan, and forget about the overall objective of what we are trying to accomplish through having a Health and Human Services Element. We want to have this somewhat comprehensive system of care in the County to take care of our residents. What we are focusing on through your subcommittees are the social services and health needs. We aren't responsible for the health needs but we do have some, but not total, responsibility. We provide funding to the Health Department and to the Health Care District. We put people on the Health Care District Board. The BCC has an interest in that. Because the BCC has an interest in that, we think the CAC should also have an interest in that and help the BCC in that particular area. The CAC members know what the programs are and have feelings and opinions on where the County is doing a good job and where we aren't doing a good job. What he would like to see are those thoughts and

those observations that are present within your membership somehow codified and put together in such a way that it helps the BCC to ultimately make funding decisions.

Debby Walters – To her, the Element was a framework from which to build and to provide some guidelines that the subcommittee would further define using two or three goals from each area as priority goals. The other goals would be done in the second year.

Jon Van Arnam – He thinks there is an opportunity also to potentially look at the County globally and then go back at some point and change the Comp Plan to be more useful. The current Comp Plan doesn't really get at where we need to be as a community. He would rather figure out the first part, then go back and fix the Comp Plan and adjust the charge of the CAC to make it all match up rather than go the other way around.

Tammy Fields – She believes Jon Van Arnam's comment is absolutely on-target as far the FAA process. In 2009 a new contract process is going to start. Three (3) years ago the BCC was told that the CAC couldn't really make any recommendations because it didn't have information. She is not sure that is what the BCC is going to want to hear again three (3) years later. As a practical matter, from what she hears at today's meeting, the FAA's are what the BCC is looking for input on from the CAC. She thinks the FAAs have got to be focused on. She made the suggestion once before to take one aspect of the Element at a time because it is such a huge undertaking to get your arms around doing the whole thing.

She thinks everyone who works for the County right now is taking on more than what their job used to be. That is going to continue in the foreseeable future. So to ask Staff to look at updating and analyzing every aspect of the Comp Plan all at once is unrealistic.

Dr. Richard Galeta – We've had no products at all. We need to start small and build. The other problem he foresees is that the CAC and subcommittee members are all volunteers and the Staff is not very large. We need to be on the same page about what we are going to do. What is realistic for us to do?

Thomas Arnedos – It might be a shorter job to obtain data for a portion of the Comp Plan so that the data could be used by the FAA process. He is worried that if a global assessment of all of the health and human services needs is tried, then when and where does that end?

If we start with at least what is in the Element and worked on that, or even a piece of it, then we might be able to make recommendations into the next funding cycle.

The Data Subcommittee should keep going because it may be that the Element isn't current and it needs to be kept current, and so we need to look at the global picture at some point in the future.

David Rafaidus – He thinks that, once again, the CAC is taking on too much and it's not manageable. Early next year it appears that Jon has to go in front of the BCC and provide them with data and general strategic planning information concerning future FAA funding and how that relates to the overall goals and mission of the CAC. It appears that the CAC and staff is struggling with how to capture and present a considerable amount of health and human service information into a useable format that will be beneficial to County

Administration and the BCC as funding decision makers. Since we have a very short timeframe in which to provide input, Committee time and staff resources should initially focus on providing Jon with as much existing information that we have from previously established reputable data sources that directly relate to FAA or County funding and policies within the HHS Element .

Barbara Jacobowitz – She repeated what she had said six (6) or seven (7) years ago: The easiest way to do this is to identify maybe twenty (20) issues from Healthy People 2010/2020 and pick the ones that relate to either the Element or the FAAs that the County funds. Also look at the Federal data and the State data for the same issues. Why can't we do something like that? Healthy People 2010/2020 include both health and social services.

Jon Van Arnam – That is quite consistent if you look at one of the objectives regarding collaboration in the Comprehensive Plan. Twenty (20) issues could be identified from Health People 2010/2020 that are also core services the County is responsible for providing. Then we would identify where we are with those and where we want to be. As a part of that process we would inventory data and needs assessments that are available in those twenty (20) categories. If the categories can't be done all at once, then one of the core services could be looked at. But in the FAA process, what we need is to look at least at six (6) or eight (8) different areas to be able to do some type of priority setting. The red/yellow/green measuring gradient has been previously mentioned. The DATA Subcommittee could also be looking at where we are deficient in terms of needs assessments; where do we not have really have good information as to what the needs are.

Dr. Richard Galeta – Could that be done in a matrix form? From that you could just keep building.

Debby Walters – She had spoken a couple of months ago about doing a matrix. From Healthy People 2010, the Florida legislature took that data as performance measurements for different programs that the State funds. They looked at the data to determine where things were in the performance-based budgeting. Then you bring it on down to where Palm Beach is in terms of measurements you've got. MAPP has national measurements, State-specific measurements and departmental measurements. Do a matrix to see where you are, take two (2) or three (3) from each category that we all feel, based on the work that Brenda has done, that we could do. We will be able to determine where we are now and where we need to be.

Barbara Jacobowitz – Take what is currently being funded (1), what is stated in the Element (2) and in Healthy People 2010/2020 (3). Then pick out those areas that are both addressed in all three (3) categories. Have the CAC prioritize those areas and pick maybe ten (10) measures to concentrate on for this year for which there are Federal, State, and local data. That is how you tie it all together.

Brenda Oakes – Could we do a sample?

Tammy Fields – The Board of County Commissioners (BCC) is going to be looking to the CAC regarding the Financially Assisted Agencies (FAA). There are very limited dollars to distribute, so what does get spent the BCC is going to want some real basis for spending.

Thomas Arnedos – His question is are we supposed to be framing the CAC recommendations based on the Element or just on whatever we decide we want to base it?

Jon Van Arnam – If you want to have meaningful input now into the FAA you need to capture the things that we are trying to fund now through FAA. Those specifics aren't mentioned in the Element but they are captured in the Element.

Barbara Jacobowitz – Why can't we truly concentrate on one service so that we can say to the BCC 'yes your money made a difference here' or 'no your money didn't make a difference'? Isn't that what you want to know?

Brenda Oakes – She thought it was really more to say 'identify the gaps and look at what we're doing well'. Then where there are gaps, the CAC can make recommendations. If our charge is to give the Community Services Staff information so they can develop their priorities for funding of the FAAs based on data and citizen input, then the CAC has to have an idea of what is out there, what is working and where the gaps are.

Barbara Jacobowitz – She thinks that should be done the second year. But for the first year we should focus on a specific area of service.

Debby Walters – Do each of the FAAs have to give you a quarterly report and data in terms of benchmarks when the agency started and where the benchmark is today? What kinds of performance data do the FAAs have to give back?

Renee Constantino – You need to start looking at identifying the outcomes that are important to the County. Right now, the agency can identify whatever they want, but it may or may not reflect what it is you want to take and present to the BCC.

Barbara Jacobowitz – That is totally appropriate. She thinks that it is the funder's responsibility to establish certain goals and objectives.

The CAC has to think short-term and long-term. What Brenda Oakes and the DATA Subcommittee are working on is very important for the long-term. We will need to see the whole picture. But at the same time, we need something for right now regarding what is being funded, is it working, and is it meeting objectives that have been set in Healthy People 2010/2020? Are we getting a bang for our buck right now?

Thomas Arnedos – He agreed with Barbara Jacobowitz. We should start with the Element, though he thinks Barbara is saying that the goals and objectives within the Element should be prioritized instead of trying to do the whole Element. He spoke with Dr. Karen Dodge who told him that all of the data information is actually in the MAPP process and it covers nearly all of what is in the Element. Though it would take Dr. Dodge a good amount of her work time, she can update all of the MAPP data which incorporates the Healthy People 2010 if she is permitted the work time.

Barbara Jacobowitz – She asked Jon Van Arnam to take a half-hour to look at the report she put together for Palm Healthcare.

Dr. Richard Galeta – He believes the approach Barbara Jacobowitz is discussing is the way to go.

Brenda Oakes – She thinks the CAC needs to agree on what the ten (10) core services will be and know that we're going to be looking at secondary data. Also, everyone should be aware that no analysis will be done by the CAC or the subcommittees for the first phase.

Jon Van Arnam – He thinks the proposed matrix drawn by Barbara Jacobowitz is along the lines of what he was trying to get at. He thinks the next step is to start with the left-hand column. (See Attachment 'A')

Thomas Arnedos – He suggested that Jon recommend to the CAC which goals and objectives in the Element the CAC should look at first.

Jon Van Arnam – Where in this particular matrix do you identify needs assessments and the data that is available in those particular areas?

Brenda Oakes – She suggested adding another column titled "Data Source" so that when the data is being looked at the named source of the data will be right there.

David Rafaidus – He asked Jon Van Arnam if the matrix Funded by Topics column should list the name of each funder (FAA, Community Service Department, Health Care District, etc.) and the amount allocated.

Jon Van Arnam – He does not want to confine the analysis just to the FAAs because that would be only part of the picture. Additionally, there is a possibility that the County may be moving some dollars out of FAA and re-assigning them into some other area or moving dollars to something else. Using homelessness as an example, under FAA there are recommendations for funding homeless services. The County also funds homeless services under the Human Services Division, and some homelessness services are funded under Housing and Community Development Department under the Emergency Shelter Grant Program. There may be a more efficient way of providing funding.

Barbara Jacobowitz – She will prepare a couple of examples of how the proposed matrix would work and send it to Jon Van Arnam and Dr. Richard Galeta to review. Then anything missing can be added before the proposed matrix is presented to the full CAC for discussion.

David Rafaidus – He thinks this group needs to meet again before anything goes before the full CAC. After Jon Van Arnam and Dr. Galeta have reviewed the matrix, Barbara Jacobowitz could e-mail the final draft to him. He will check his e-mail while on vacation.

Jon Van Arnam – His sense is that there needs to be more discussion about it, but there are not going to be any specific recommendations relative to process coming out of the CAC this year. They will be coming from him and from Community Services.

His priorities for the left-hand column ("Identified in Element") will need to go to Barbara Jacobowitz before the example matrix is e-mailed to everyone for review. Do we want to start with a big list or a smaller list?

Barbara Jacobowitz – She thinks it would be good to start with a big list. She will do a sample matrix so everyone can really look at it and decide which sets to concentrate on.

Dr. Richard Galeta – The next special set meeting of County Staff, Executive Committee and the Subcommittee Chairs and Vice-Chairs will at 8:00 a.m. on Thursday, January 8, 2009 at the Community Services Basement Conference Room. The full CAC meeting will follow at 9:30 a.m.

4. OTHER BUSINESS

AGENDA ITEM 4A: Member Comments on Non-Agenda Items

- None

AGENDA ITEM 4B: Public Comments on Non-Agenda Items

- None

AGENDA ITEM 4C: Good News. Item(s)

- None

5. ADJOURNMENT

(No formal Motion was made to adjourn the meeting.)

Future Meetings:

- *CAC Meeting of County Staff, CAC Executive Committee, CAC-DATA Subcommittee, CAC-FAA Subcommittee and CAC-Element Subcommittee Chairs and Vice Chairs (January 8, 2009 @ 8:00 a.m.)*
- *CAC Regular Meeting (January 8, 2009 @ 9:30 a.m.)*
- *CAC Executive or Reserved Meeting (January 22, 2009)*

Minutes of the December 12, 2009 Special Set CAC Meeting approved on **January 8, 2009**

by _____.

Signature – Dr. Richard Galeta, CAC Chair